



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Special Advisor for Budget and Finance

OSSE is in search of a Special Advisor for Budget and Finance to join the leadership team of the agency. Reporting to the Chief of Staff and working closely with the Superintendent, this person will provide strategic direction, oversight of the annual budget cycle, support for day-to-day agency operations, and contribute to key policy initiatives.

OSSE operates as the state education agency for Washington, DC. With a budget of \$1.4 billion, OSSE fulfills the traditional state education agency (SEA) role for the District of Columbia, having pass-through, oversight, and accountability responsibilities for federal funding to public schools in the District. It also manages and distributes locally funded education programs; distributes local funding to public charter schools via the District's per pupil funding formula; and funds and operates transportation for special education students throughout the District and to non-public providers in neighboring jurisdictions.

Over the past ten years, OSSE has invested resources into its fiscal operations and health and has met with significant success. In 2016, US Department of Education removed the agency's Special Conditions, the result of significant improvements in agency operations. For the past three years OSSE has reduced its lapsing federal funds and in 2015 OSSE lapsed only 0.03% of its expiring federal grant funding. OSSE's desire is to maintain this record of improvement while executing on complex and strategic initiatives that require fiscal planning and support.

Key Responsibilities

- Oversee and implement annual budget development cycle in partnership with the Office of the Chief Financial Officer (OCFO) and in alignment with OSSE policy strategies;
- Oversee preparation for Council budget hearings, fiscal monitoring and reporting
- Ensure strategic use of financial resources against agency priorities, and minimize any lapse of local and federal funds
- Provide strategic fiscal and budget advice to Superintendent and leadership team
- Provide support, capacity building, coordination with, and oversight of OSSE divisional fiscal staff
- Conduct financial research, design and modeling for agency policy activities
- Assist Superintendent and Chief of Staff with ongoing and ad hoc fiscal management and strategic finance issues
- Serve as liaison to OCFO and with other DC agencies as necessary

Required Skills and Dispositions

- Strong interpersonal skills and interest in working with diverse stakeholders—this role serves as liaison to OCFO, and requires significant, indirect management of other financial staff in OSSE, and management of complicated processes with staff in other agencies
- Solutions orientation and creative mindset – OSSE operates significant budget constraints and must still ensure services are delivered to the nearly 100,000 students, children and adults it serves
- Interest in policy, as many (if not all) financial activities involve policy implementation
- Understanding of accounting principles and experience working in government financial and operational data systems; comfort with DC government systems preferred (e.g. SOAR, CFO Solve, PeopleSoft, PASS, etc.)

Not required by highly preferred:

- Capable of completing higher level statistical modeling—demonstrated through experiences with systems like STATA/MatLab/SAS/SQL/SPSS and demonstrated knowledge of regression analysis
- Experience in other fiscal management, strategy and/or oversight capacity